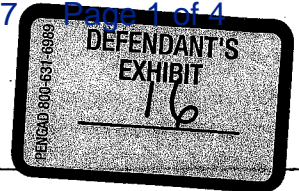




# THE CITY OF DOTHAN

## EMPLOYEE JOB PERFORMANCE EVALUATION FORM



NAME			PERIOD COVERED	TYPE		STATUS CODE	
MCCLAIN LAVERA S			06-01-2004	G		CA	
SOCIAL SECURITY NUMBER	DEPARTMENT		EVALUATOR(S)				
102562	JUDICIAL DEPARTMENT						
JOB TITLE			HIRE DATE	STATUS DATE		ANN DATE	
00010 MAGISTRATE			05-08-1988	05-06-2001		DT 06/25	

INSTRUCTIONS: EVALUATING SUPERVISOR COMPLETES SECTION I BY RATING EMPLOYEE (1-3) ON JOB PERFORMANCE ACCORDING TO THE BASIC TASK LIST RATING GUIDE FOR THE EMPLOYEE'S POSITION. COMMENTS MUST ACCOMPANY EACH TASK RATING OF UNSATISFACTORY OR EXCEPTIONAL IN THE SPACE PROVIDED.

RATING SCALE: 1 = UNSATISFACTORY 2 = SATISFACTORY 3 = EXCEPTIONAL

### SECTION I

BASIC TASK FOR POSITION AS DETAILED ON RATING GUIDE	CHECK APPROPRIATE RATING		
TASK 1: COMMENTS <i>Accounts for receipts + money received for fines &amp; costs well. Forgets sometimes to turn in money.</i>	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
TASK 2: COMMENTS <i>Occasionally does warrants at window. Does FTA, FTP &amp; FTC warrants. Needs to pay closer attention to details on these &amp; be sure to close all orders before issuing AUs.</i>	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
TASK 3: COMMENTS <i>N/A</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
TASK 4: COMMENTS <i>Does not process CRD inductions in timely manner, but does assist public, agencies, &amp; most other employees w/ info about court. Adverses down.</i>	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
TASK 5: COMMENTS <i>Sometimes approves appearance bonds. Schedules court dates for CRD defendants.</i>	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
TASK 6: COMMENTS <i>N/A</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
TASK 7: COMMENTS <i>Only when working in fines room or Judge asks for her assistance.</i>	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
TASK 8: COMMENTS <i>N/A</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
TASK 9: COMMENTS <i>Doesn't always process in timely manner.</i>	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
TASK 10: COMMENTS <i>Follows most office procedures.</i>	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
NUMBER OF TASKS RATED ON: <i>7</i>	TOTAL RATING SECTION I <i>14</i>		

**SECTION II - TO BE COMPLETED BY EVALUATING SUPERVISOR**

RATE EMPLOYEE BY CHECKING APPROPRIATE RATING (1 - 3) ON EACH FACTOR BELOW. COMMENTS MUST ACCOMPANY EACH RATING OF UNSATISFACTORY OR EXCEPTIONAL.

RATING SCALE: 1 = UNSATISFACTORY 2 = SATISFACTORY 3 = EXCEPTIONAL

1. QUALITY OF WORK COMMENTS: Numerous AW's sent to PD without being signed. Many mistakes on AW's. Entered events in computer w/out having paperwork in.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
2. INITIATIVE COMMENTS: Continued below	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3
3. COOPERATION COMMENTS: Cooperates with me & some of the other magistrates & clerk, but not all. Would like to see more cooperation with everyone.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3
4. SAFETY CONSCIOUSNESS COMMENTS: <del>None</del>	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 3
5. QUANTITY OF WORK COMMENTS: Works slowly & holds paperwork in her office much too long. Needs to process paperwork quicker.	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3
6. JOB KNOWLEDGE COMMENTS: Has knowledge of job duties, but is not properly trained on computer program.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3
7. DEPENDABILITY COMMENTS: Punctual & usually takes little time off unless necessary.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3
8. DEALING WITH THE PUBLIC COMMENTS: Has made improvement. Needs to continue making an extra effort.	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3
RECORD THE NUMBER OF TASKS RATED ON IN SECTION II HERE: 8	RECORD TOTAL RATING FOR SECTION II HERE: 17		

**SECTION III - OVERALL RATING TO BE COMPLETED BY EVALUATING SUPERVISOR**

TO DETERMINE EMPLOYEE'S OVERALL PERFORMANCE RATING, DIVIDE THE SUM OF THE RATINGS FOR SECTION I AND SECTION II BY THE TOTAL COUNT OF TASKS ON WHICH THE EMPLOYEE WAS RATED.

	RATING	TASKS		HAS EMPLOYEE BEEN PROMOTED, DEMOTED, TRANSFERRED OR HAD A SIMILAR CHANGE IN POSITION OR SUPERVISION DURING THIS RATING PERIOD? IF YES, EACH SUPERVISOR COMPLETES A PERFORMANCE EVALUATION FORM FOR EACH SUCH OCCURRENCE AND THE CURRENT SUPERVISOR AVERAGES THE SCORES TO DETERMINE THE EMPLOYEE'S TOTAL SCORE FOR THE RATING PERIOD.
SECTION I	14	7		
SECTION II +	17	8		
TOTAL =	31	15	=	2.07
TOTAL SCORE				

1.00 - 1.99 UNSATISFACTORY 2.00 - 2.99 SATISFACTORY 3.00 EXCEPTIONAL

USE THIS SPACE TO CONTINUE COMMENTS FOR ITEMS IN SECTION I OR SECTION II OR TO DOCUMENT SEPARATE RATINGS.

1. (cont'd) hand. Doesn't close all orders on computer before issuing AW's. Needs to pay more attention to detail.

## PERFORMANCE EVALUATION INFORMATION

<b>AUTHORITY:</b>	(1) CIVIL SERVICE ACT, SECTION 9, PERSONNEL DIRECTOR (2) PERSONNEL RULES AND REGULATIONS VII - JOB PERFORMANCE EVALUATIONS	
<b>EMPLOYEE STATUS CODES:</b>	CA - REGULAR FULL TIME    CB - PROBATIONARY FULL TIME    CC - PART TIME	
<b>TYPES OF PERFORMANCE EVALUATIONS:</b>	<p>ANNUAL TYPES: G - ANNUAL PERFORMANCE EVALUATION</p> <p>6 MONTH PROBATION TYPES: A - PROBATION I (END OF FIRST 3 MONTHS) C - PROBATION II/REGULAR STATUS (END OF SECOND 3 MONTHS)</p> <p>12 MONTH PROBATION TYPES: A - PROBATION I (END OF FIRST 3 MONTHS) D - PROBATION II (END OF SECOND 3 MONTHS) E - PROBATION III (END OF THIRD 3 MONTHS) F - PROBATION IV/REGULAR STATUS (END OF FOURTH 3 MONTHS)</p> <p>*SECTION 7-40 TYPES: SA - END OF FIRST TWO MONTHS SB - END OF SECOND TWO MONTHS SC - END OF THIRD TWO MONTHS</p> <p>*PERSONNEL RULE 7-40</p>	
<b>DEFINITION OF PERFORMANCE LEVELS</b>	UNSATISFACTORY	PERFORMANCE CONSISTENTLY FAILS TO MEET JOB REQUIREMENTS
	SATISFACTORY	PERFORMANCE CONSISTENTLY MEETS JOB REQUIREMENTS
	EXCEPTIONAL	PERFORMANCE CONSISTENTLY EXCEEDS JOB REQUIREMENTS
<b>DEFINITION OF SECTION II FACTORS</b>	QUALITY OF WORK	EXTENT TO WHICH WORK IS ACCURATE, COMPLETE, TIMELY, THOROUGH, ERROR FREE, ORGANIZED, ETC.
	INITIATIVE	EXTENT TO WHICH EMPLOYEE IS A SELF STARTER, TAKES RESPONSIBILITY IN COMPLETING WORK WITHOUT BEING DIRECTED; SEEKS TO IMPROVE WORK METHODS OR PROCEDURES.
	COOPERATION	EXTENT TO WHICH EMPLOYEE SHOWS INTEREST IN AND ENTHUSIASM FOR WORK; TEAM SPIRIT; COOPERATIVE WITH COWORKERS AND SUPERVISOR(S).
	SAFETY CONSCIOUSNESS	AWARE OF SAFE WORK PRACTICES; DEMONSTRATES SAFE WORK PRACTICES AND EXHIBITS UNDERSTANDING OF IMPORTANCE OF SAFETY IN PERFORMANCE OF ASSIGNMENTS.
	QUANTITY OF WORK	AMOUNT OF WORK PERFORMED TO ACCOMPLISH JOB TASKS IN A TIMELY AND ACCURATE MANNER.
	JOB KNOWLEDGE	EXTENT TO WHICH EMPLOYEE EXHIBITS UNDERSTANDING OF FUNDAMENTAL PRINCIPLES AND PRACTICES ASSOCIATED WITH THE JOB AND THE ACTIONS NECESSARY TO APPLY THEM TO ACCOMPLISH JOB.
	DEPENDABILITY	RELIABLE, PUNCTUAL, GOOD ATTENDANCE, MEETS DEADLINES WITHOUT SACRIFICING ACCURACY OR QUALITY; CARRIES ASSIGNMENTS THROUGH TO COMPLETION.
	DEALING WITH THE PUBLIC	EXTENT TO WHICH EMPLOYEE EFFECTIVELY INTERACTS WITH PUBLIC AND CUSTOMERS IN PERFORMANCE OF DUTIES.

## SECTION III (CONTINUED FROM PAGE 2)

EVALUATOR'S COMMENTS: *Lavera's evaluation was very hard to prepare because she is a great person & is very knowledgeable; however, her work pace, attention to detail, ability to get along with all staff, ability to get along with public, bondsmen, etc., is lacking. I would like for Lavera to put forth more effort to resolve these matters as well as help mend the division in our office so we can all work as a team.*

EVALUATING SUPERVISOR SIGNATURE *Nancy C. Martin* DATE *5/28/04*

## SECTION IV - REVIEWING DIVISION HEAD OR NEXT HIGHER REVIEWING SUPERVISORY LEVEL.

REVIEWER'S COMMENTS: *We value Lavera's work ethic and hard work for the office.*

REVIEWER'S SIGNATURE

*Jordan*

DATE

*6/8/04*

## SECTION V - APPROVING AUTHORITY COMPLETES THIS SECTION BEFORE THE EVALUATING SUPERVISOR CONDUCTS THE PERFORMANCE INTERVIEW SESSION WITH THE EMPLOYEE.

ADDITIONAL PERSONNEL ACTIONS (STATUS CHANGE) REQUESTED BY APPROVING AUTHORITY.

IS THIS EMPLOYEE BEING RECOMMENDED FOR CONTINUED EMPLOYMENT?

YES ☒ NO ☐

IF NO, EXPLAIN FULLY BY ATTACHING ADDITIONAL SUPPORTING DOCUMENTATION.

IF YES, AND THIS IS A TYPE C OR TYPE F PROBATIONARY EVALUATION, COMPLETE A STATUS CHANGE FORM (PF#101) AND SUBMIT WITH THIS FORM.

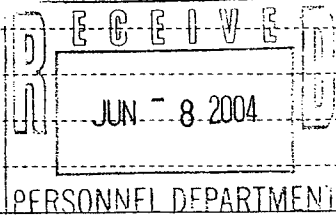
APPROVING AUTHORITY (DEPARTMENT HEAD) COMMENTS:

APPROVING AUTHORITY SIGNATURE

DATE

## SECTION VI - EMPLOYEE PERFORMANCE REVIEW AND INTERVIEW SESSION

EMPLOYEE COMMENTS ON JOB PERFORMANCE EVALUATION AND INTERVIEW SESSION:



DATE OF PERFORMANCE INTERVIEW SESSION

*7/6/04*

EMPLOYEE'S SIGNATURE

*Lavera McClain*

DATE

*7-6-04*

EVALUATING SUPERVISOR SIGNATURE

*Nancy C. Martin*

DATE

*7/6/04*

## SECTION VII - TO BE COMPLETED BY PERSONNEL

DATE / TYPE OF NEXT EVALUATION: DATE		TYPE:	
SCORE	<i>2.07</i>	AVERAGE	
STATUS CODE			
REGULAR STATUS EFFECTIVE DATE		AS400	<i>mm</i>